



OGLETHORPE COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Wednesday, April 16, 2025 | 4:00 pm

MINUTES

IN ATTENDANCE: Mike Garner, Bill Cabaniss, Susan Robinson, Elaine Kitchens, Beverly Nation, Mary Hondalus, , Dana Froetschel, Leslie Jones, and Tom Gresham.

STAFF ON HAND: Beth McIntyre, Toby Mayfield, and Katherine Ratcliffe.

CALL TO ORDER: **Mike Garner** called the meeting to order at 4:00 pm.

MOTION: **Mike Garner** called for a motion to adjust the agenda to introduce the newly appointed trustee, the new Executive Director of the Athens Regional Library System, and the representative for the Friends of the Oglethorpe County Library; motion by **Dana Froetschel**; seconded by **Bill Cabaniss**; passed unanimously.

ANNOUNCEMENTS I: **Mike Garner** introduced City of Arnoldsville appointee **Leslie Jones**. He also introduced Athens Regional Library System Executive Director **Beth McIntyre**, and Friends of the Oglethorpe County Library Treasurer **Tom Gresham**.

APPROVAL OF MINUTES:

MOTION: **Mike Garner** called for a motion to accept the January 15, 2025 minutes; motion by **Mary Hondalus**; seconded by **Susan Robinson**; passed unanimously.

PUBLIC COMMENTS: No members of the public addressed comments to the Board.

REPORTS:

FRIENDS OF LIBRARY REPORT: Tom Gresham

FOL expressed their appreciation to outgoing Branch Manager Katherine Ratcliffe for all that she had done.

Sarah Ratcliffe came in as FOL President on January 1, but left in early March because of a job opportunity. Vice-President Jean Mann is now President. And Babs DeArmond has stepped into the role of Vice-President.

The March jewelry sale made \$300 and the spring book sale, also in March, made \$824 in the three days of the sale.

The Pledge Drive that began in March made \$2,500 in the month that it ran.

BRANCH MANAGER REPORT: Katherine Ratcliffe

On March 25th Beth Akins was onboarded and officially became the Oglethorpe County Library's newest Children's Programming Specialist. She has since led her first three Storytimes.

In late March, Katherine Ratcliffe was offered the position of Branch Manager of Bogart Library and accepted, tendering her resignation as the Branch Manager of the Oglethorpe County Library. Interviews were held last week for a new Oglethorpe Branch Manager.

The mailbox is now fully operational. The intention is that by 2026 we can transition fully to the free mailbox and stop paying to the PO Box, which currently costs us \$154.00 a year. The mailbox also ensures that deliveries are not returned by the postal service for not having a physical address.

A generous patron over the last couple of months has given \$1,000 to the Library and \$1,500 to the Friends of the Oglethorpe County Library. And Randall C. Hicks' family asked that in lieu of flowers, people wishing to honor him could donate to the library. So far \$475 has been donated.

The job of painting the railing was finished on February 16th. It was a wonderful and detailed job.

LIBRARY SYSTEM REPORT: Toby Mayfield

Toby Mayfield continues meeting with branch managers online once a week and there are frequent ARLS guests such as Darcy Celia on accessibility and alt text – Toby and Darcy also met in person with each branch's staff.

Toby Mayfield helped with the interviews for hiring Beth Akins for the Oglethorpe County library Children's Specialist position. She also spearheaded a retirement party for Branch Manager Donna Butler and hired Katherine Ratcliffe to replace her.

Toby has made a Cleaning RFP for the library. **Mike Garner** mentioned that part of the Budget FY25 is for a cleaning service.

Beth McIntyre has been moving meetings to later in the month to have financials ready for the Board of Trustees' meetings when possible.

FINANCIAL REPORT: Beth McIntyre

There is still money coming in from the cities and the Board of Education. Bill Cabaniss said Maxeys sends their check in June.

Mike Garner asked if the state might require three months of funds, and is this two months of funds? Toby Maybe said she believed we are at one month of funding to run the Oglethorpe County Library and she said no branch had a three month cushion in the ARLS.

MOTION: Mike Garner called for a motion to accept the Interim Report and Balance; motion by **Mary Hondalus**; seconded by **Dana Froetschel**; passed unanimously.

OLD BUSINESS:

Mike Garner explained that since the retirement of Howard Shapiro as Financial Officer of the Oglethorpe County Library Board of Trustees, we have been without a Financial Officer. **Mike Garner** explained that the ARLS does a lot of the 'heavy lifting' in preparing the yearly budget and asked for the Trustees to consider volunteering for the position. He then asked for a volunteer for the Financial Officer position. No one volunteered.

NEW BUSINESS:

Mike Garner called for any new business. No new business was presented.

ANNOUNCEMENTS II:

Hiring of Beth Akins as the new Children's Programming Specialist.

Resignation of Katherine Ratcliffe as Oglethorpe County Branch Manager and hiring of new Branch Manager. **Mike Garner** read a Tribute Resolution honoring Katherine Ratcliffe.

MOTION: **Mike Garner** called for a motion to adopt the Tribute Resolution Honoring Katherine Ratcliffe; motion by **Mary Hondalus**; seconded by **Bill Cabaniss**; passed unanimously.

NEXT MEETING: The next meeting will be held on Wednesday, July 16, 2025 | 4:00pm at the Oglethorpe County Library.

ADJOURNMENT:

MOTION: **Mike Garner** called for a motion to adjourn the meeting; motion by **Mary Hondalus**; seconded by **Bill Cabaniss**; passed unanimously.

Meeting adjourned at 4:33pm